



FY2018 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION

AGENCY PROFILE	
Legal Name of Agency	Community Rebuilders
Project Name	First Steps
Project Start Date	12/01/2019
Contact Person	Anna Diaz
Title	Chief Operating Officer
Address	1120 Monroe Ave. NW Ste. 220 Grand Rapids, MI 49503
Email	adiaz@communityrebuilders.org
Phone	616-458-5102

Check one:

- Permanent Supportive Housing
- Rapid Re-Housing
- Transitional Housing
- Joint Transitional Housing / Rapid Re-Housing

Renewal Application Option (check one):

- Standard Renewal (no change from FY17)
- Consolidation (must complete Renewal applications for each project and New Project Application for consolidated project)
- Expansion (must complete New Project Application in addition)

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the agency's board of directors as of the date indicated.*

Name: Anna Diaz	Title: Chief Operating Officer
Date of Board/Local Planning Body Authorization:	8/2/2018
Date of Anticipated Board/Local Planning Body Authorization:	

All projects requesting renewal must demonstrate they have met minimum project eligibility, capacity, timeliness, and performance standards to be considered for funding.

GENERAL PROJECT INFORMATION

1a. Provide a narrative describing how the project's performance met the plans and goals established in the current project's application, the project's performance in assisting program participants to achieve and maintain independent living, and record of success. (Include target populations and preferences as specified and/or allowed by the Notice of Funding Availability (NOFA) under which the project was initially funded.) If the renewing project has not yet started, provide a narrative of anticipated performance in these same areas based on experience with other related projects. (1000 word limit)

This project is an example of the feedback of consumers being implemented to expand and improve on an already successful project. In 2017 this new project was pursued to take advantage of HUD'S opportunity to improve services to youth experiencing homelessness through the joint Transitional Housing, Permanent Housing- Rapid Rehousing component type. This project application is for the second-year renewal of the First Step project that will begin in December of 2018. This project recognizes that not all young people experiencing homelessness have the same needs; some youth may require both TH and RRH in order to resolve their housing crisis and solve their immediate need for a safe place to stay. Both components will be made available to all program participants but a participant may choose to receive only the TH component or only the PH-RRH component or both. Youth that we have had contact with in the current year's program, the Youth Collaborative project, frequently identified that they would be better able to engage in their housing search for permanent housing if they had a safe and stable place to stay while they were doing so. The TH component of this project will provide safe units at the ready for youth ages 18-24 to immediately access, when the participant identifies that is a need. All of the participants will then be able to either Transition in Place, where that transitional unit becomes their permanent housing, or move into another permanent housing destination of their choosing. This project allows for short or medium term financial assistance and developmentally appropriate individualized case management services that meet the needs of 18-24-year-old households with and without children. Consistent with Housing First philosophy, this project will have a low barrier intake process and accept youth with a variety of backgrounds and barriers to housing stability including substance abuse and criminal histories and zero income. Screening and assessment for entry into this project will be conducted by our community's coordinated entry The Salvation Army. Resources will be targeted and prioritized based upon community priorities and in alignment with the community's CoC plan to end homelessness. Youth ages 18-24 who are living on the streets or in shelters and lack the financial resources and support networks to obtain housing on their own shall be prioritized for this project. All participating households will be assisted to obtain housing in the private rental market and be assisted to secure a lease in the neighborhood of their choice. All units will meet HUD Housing Quality Standards and rent

reasonableness will be the applicable rent standard. All will receive services from a trained Housing Resource Specialist (HRS) and linkage to specialized youth services as needed, including but not limited to connection to mainstream benefits, mental health services, employment, income and educational assistance. Services are voluntary but a minimum requirement of monthly contact to ensure specific steps to achieve goals are outlined and strengths and resources are identified and rallied to address any barriers that might interfere with housing stability. Services are provided throughout program participation and for 6 months post exit from rental assistance. Services are designed to enhance participant's housing stability and self-sufficiency. Arbor Circle and The Salvation Army are sub-recipients and partners in this project as they were partners in the reallocated Youth Collaborative project. Together in the RRH Collaborative 2016-2017 year we have successfully housed 98 youth households. We also consistently reviewed data to improve the projects and services for youth. We learned that 42% of the youth served had experienced domestic or sexual violence prior to their entry into housing and 78% were staying in places unfit for human habitation when they came to us for help securing housing. We also learned a lot of antidotal information from youth about how they were or more accurately were not meeting their needs for healthy food. We also learned that prior to being housed 70% of the youth served had zero income. We listened to feedback every step of the way from the youth we served. This new project is developed based on the voice of youth and their desire to have a safe place to stay when seeking more permanent housing. Our TH opportunity will afford them immediate access to accommodations that meet their needs for safety and nutrition. Our partnership with Arbor Circle will support the counseling needs and address the trauma experienced by youth served. We also learned that we are succeeding in helping youth to increase their income. 64% of youth served increased their income. \$1,179.00 was the average income increase for those who completed the project. In another similar Rapid Rehousing project, SSVF, 68% of households were housed within 30 days of project entry and 94% exited to permanent housing destinations. With this new model, we believe, it will shorten the length of time homeless for youth households, as well as provide a safe and secure place for youth to stay while they work with their Housing Resource Specialist to obtain permanent housing. Community Rebuilders has been consulted by The National Alliance to End Homelessness as an expert on Rapid Rehousing. For our youth Rapid Rehousing we have expanded our partnerships, extended our service offerings to respond to the needs of youth who may be tenants for the very first time and intensified our supportive services and financial assistance. This combined with our expertise in housing first, connecting consumers to mainstream resources, landlord relations, and voluntary consumer driven services makes for a highly successful combination. We expect outcomes for First Steps to be similar to our other highly successful rapid rehousing and transition in place projects.

1b. Use the last completed grant year APR for this and all other data/outcome measure questions. If the renewing project has not yet started, indicate the planned number of units per county.*

County	Number of Units	Number of Stayers	Number of Leavers
Kent	88	n/a	n/a

Click or tap here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Attach additional forms as needed to list all counties.*

2. Has the project had any significant changes since the last funding approval?

No If "yes", complete the chart below to indicate the change.

Check change type		Previous	New
<input type="checkbox"/>	Decrease in the number of persons served		
<input type="checkbox"/>	Change in number of units		
<input type="checkbox"/>	Change in project site location		
<input type="checkbox"/>	Change in target population		
<input type="checkbox"/>	Change in component type		
<input type="checkbox"/>	Change in grantee/applicant		
<input type="checkbox"/>	Line item or cost category budget changes more than 10%		
<input type="checkbox"/>	Other: Click here to enter text.		
If change was made, include as many of the following that apply as attachments to your application:			
Attached (check)			
<input type="checkbox"/>	Attachment: Written communication to HUD requesting the significant change		
<input type="checkbox"/>	Attachment: HUD's written approval of the change requested		
<input type="checkbox"/>	N/A: HUD has not yet provided written approval of the requested change		

SECTION I: Project Effectiveness

3. Does the project serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated or prioritized for each population at turnover.

	Number of Units		
	Dedicated	Dedicated Plus	Prioritized
Veterans	Click here to enter text.	Click here to enter text.	Click here to enter text.
Chronically Homeless	Click here to enter text.	Click here to enter text.	Click here to enter text.
Families	Click here to enter text.	Click here to enter text.	Click here to enter text.

Youth	41	Click here to enter text.	Click here to enter text.
Domestic Violence	Click here to enter text.	Click here to enter text.	Click here to enter text.

4. Low Barrier

To earn points as Low Barrier, the project must answer affirmatively to all the following questions.

Does the project ensure that participants are NOT screened out (or denied project entry) due to the following:	
Having too little or not enough income	Yes
Active substance use or history of substance abuse	Yes
Having a criminal record (other than for state-mandated restrictions)	Yes
Domestic violence (requiring survivor to take specific actions or demonstrate distance from assailant)	Yes

5. Housing First

In addition to the answers above, a project must also answer affirmatively to the following questions to qualify as Housing First.

Does the project work to ensure that participants are NOT terminated from the program due to the following: (Table Continues on Following Page)	
Failure to participate in supportive services	Yes
Failure to make progress on a service plan	Yes
Loss of income or failure to improve income	Yes
Being a victim of domestic violence	Yes
Any other activity not typically covered in a lease agreement but found in the project's geographic area.	Yes
Does the project quickly move participants into permanent housing?	Yes

6. All recipients of HUD CoC Program funding are required to participate in Coordinated Entry. Did the project take 100% of all referrals from Coordinated Entry (or community process if Category 4 homeless) in the past grant year *or* will it once the grant year begins? (Verified by HMIS reports) Yes

7. What is the prioritization process for households referred to this project? How is it determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. (500 word limit)

We use coordinated entry which is, The Salvation Army Housing Assessment Program. Coordinated entry uses a VI-SPDAT prioritization tool to ensure that those most vulnerable are served first. We inform coordinated entry of our program openings and eligibility criteria. Coordinated entry makes referrals based on those in need and length of time homeless. With this joint TH/RRH vulnerable individuals will have access to immediate emergency housing as well as a permanent housing resource.

Efficient Use of Funding (If the renewing project has not completed a full year, share information from the last completed year of another HUD funded project or similarly designed project through this agency)

8. What was the project's utilization rate? (Average of Quarterly Point-in-Time Counts in APR 9 divided by total contracted units.) 100%

9. Expenditure of Funds: Use last completed HUD FY year.

a. Total amount authorized within eLOCCS	\$782,976
b. Remaining balance in eLOCCS	\$0
c. Percentage recaptured Divide answer b. by answer a. and multiply by 100	0%

10. Were drawdowns made to eLOCCS at least quarterly? (Demonstrated in eLOCCS attachment)

Yes

HMIS Participation (If the renewing project has not completed a full year, share information from the last completed year of another HUD funded project or similarly designed project through this agency)

11. Indicate how many APR Data Quality Elements (DQE) have 5% or less null or missing values (APR Q06; use data from alternative system if DV program):

Data Quality Element APR 6a.-6d.			
Number of elements with 5% or less null or missing values			
DQE 6a.	DQE 6b.	DQE 6c.	DQE 6d.
6	5	3	3
Total the numbers above, divide by 16, multiply by 100 for a percent: 100%			

HUD Monitoring

12. a. Does the recipient have any HUD monitoring findings in any of the agency's projects? No

If yes, explain below findings in detail for the Funding Review Panel. Include details on the nature of the finding, resolution and corrective actions taken, if any.

Click here to enter text.

b. Has your organization been monitored by HUD in the past three (3) years? No

If yes, include as attachments: Monitoring report from HUD, your organization's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, provide most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, your organization's response to any

findings, documentation from entity that finding or concern has been satisfied, and any other relevant documentation.

Impact on Homelessness

13. Please evaluate how the project would impact homelessness in the CoC if it were not awarded funding through this competition.

<input checked="" type="checkbox"/>	The project would close and <u>88</u> individuals would immediately become homeless if it were to not be funded.
<input type="checkbox"/>	Loss of funding would result in loss of housing options and could mean eventual displacement or increase in homelessness.
<input type="checkbox"/>	Loss of funding would negatively impact services and resources but not a clear loss of housing options.
<input type="checkbox"/>	Loss of funding would minimally impact the number of housing options or resources available.

14. Is this project the only CoC funded project with dedicated beds to a particular target population?
Answered by Funding Review Committee based on all applications submitted for this NOFA.

15. Funds that are reallocated may be added to renewal projects to increase the number of households served. If funding is available:

Would this project accept additional funds? Yes No

How would additional households be served with these funds?

It would allow us to serve more households. Additional households on the prioritization list would receive assistance and have access to permanent housing.

Serving High Need Populations (If the renewing project has not completed a full year, share information from the last completed year of another HUD funded project or similarly designed project through this agency)

16. What percentage of the households served met "hard to serve" criteria defined as having zero income at start/entry? (APR 18. Add values for No Income and divide by Total in last row):

45%

17. What percentage of the households served met "hard to serve" criteria defined as having two (2) or more physical or mental health conditions known at start/entry (APR 13.a.2. add totals for two and three or more conditions, then divide by total):

63%

18. What percentage of the households served were chronically homeless? (APR Q26a. divide total chronically homeless by total households):

Section II. Project Performance

Performance Data (If the renewing project has not completed a full year, share information from the last completed year of another HUD funded project or similarly designed project through this agency)

19. Length of Stay (Joint TH/RRH projects – complete either option B or C below)

a. Permanent Supportive Housing: Calculate the percentage of leavers that remained in project more than 180 days (APR 22a.1)

N/A

b. Rapid Re-Housing: Calculate the percentage of participants that took 30 days or less from project entry to lease up (CAPER 22C)

N/A

c. Transitional Housing: Calculate the average length of project stay in days (CAPER 22b)

184

20. Exits to Permanent Housing (Joint TH/RRH projects – complete either option B or C below)

a. Permanent Supportive Housing: Calculate the percentage of participants who remained in project, or exited to permanent housing destinations. (Total Persons Exiting to Positive Housing Destinations APR Q23.a. + Q23b. + Stayers 5.a.8/ [Total Served 5.a.1. – Excluded Q23.a. + Q23.b.]

N/A

b. Rapid Re-Housing: Calculate the percentage of participants who exited to permanent housing destinations (Total Persons Exiting to Positive Housing Destinations APR Q23.a. + Q23b./ [Total Leavers 5.a.5. – Excluded Q23.a. + Q23.b.]

N/A

c. Transitional Housing: Calculate the percentage of participants who exited to permanent housing destinations (Total Persons Exiting to Positive Housing Destinations APR Q23.a. + Q23b./ [Total Leavers 5.a.5. – Excluded Q23.a. + Q23.b.]

83%

21. New or Increased Income and Earned Income

a. PSH Only Project Stayers: What percent of project stayers had new or increased earned income with in the project contract year? APR 19a.1

N/A

b. PSH Only Project Stayers: What percent of project stayers had new or increased other (non-employment) income? APR 19a.1

N/A

c. Project Leavers: What percent of project leavers had new or increased earned income? *APR 19a.2*

11%

d. Project Leavers: What percent of project leavers had new or increased other (non-employment) income? *APR 19a.2*

28%

Financial Information

PROJECT BUDGET

Activity	Requested Funds	% of Requested Funds	Other Funding	Total Project Cost
Acquisition		%		
New Construction		%		
Rehabilitation		%		
Leasing	\$143,448	17 %		\$143,448
Rental Assistance	\$310,068	38 %		\$310,068
Supportive Services	\$264,197	32 %		\$264,197
Operating Costs	\$48,000	6 %		\$48,000
HMIS	\$6,000	1 %		\$6,000
Project Administration (limited to 7%)	\$52,738	6 %		\$52,738
Total Project Cost	\$824,451			\$824,451

Attachment A

Identify all match and leveraging funds. Only those dollars or non-cash contributions (in-kind) that directly support the project should be listed. This may include federal, state, or local government funds, private funds, grants, and/or other sources, including donations. Worksheet should reflect information in eSnaps application.

Match must be at least 25% of total funding requested. Documentation of match must be provided with the application.

Resource	Cash or In Kind	Committed or Planned/ Pending	Available (MM/YY)	Amount/ Value	% of HUD Project Award	Serves as CoC Program Match? (Y/N)
Arbor Circle	In Kind	Committed	12/19	\$170,251.00	25%	Yes
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
Total leveraged from other sources				\$170,251.00	25%	

Attach additional forms as necessary

Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in disqualification of the application. *Please number all attachments in accordance with the list below.*

All projects must include:

- #1: Annual Progress Report (APR) for the project's most recent completed contract year, *or* the most recently completed contract year for another HUD-funded project or similar project if the renewing project has not yet completed a full year. Other structured outcome report for non-HMIS participating agencies are allowed (i.e. domestic violence agencies).
- #2: Line of Credit Control System (LOCCS) report showing drawdowns and final balance
- #3: Project Application submitted in *e-snaps*
- #4: Documentation of all match

Each applicant must include one of the following two (#5):

- Monitoring report from US Department of Housing and Urban Development (HUD)
- Monitoring report from an entity other than HUD for federal or state funding (ESG, CDBG, etc)

If relevant include (#6):

- A: Organization's response to any findings
- B: Documentation from HUD (or other entity) that finding or concern has been satisfied
- C: Any other relevant documentation
- D: Written communication to HUD requesting the significant change indicated in question 2.
- E: HUD's written approval of the change requested in question 2.

Attachment C

HUD General Section Certificates

The agency certifies to the Grand Rapids Area Coalition to End Homelessness that it and its principals are in compliance with the following requirements as indicated by checking the box.

- Fair Housing and Equal Opportunity*. See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity*. See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section V.C.1.f. of the FY 2017 General Section.
- Debarment and Suspension*. See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section V.B.3. of the FY 2017 General Section.
- Compliance with Fair Housing and Civil Rights*. See Section V.C.1.a. of the FY 2017 General Section.
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)*. See Section V.C.1.d. of the FY 2017 General Section.
- Economic Opportunities for Low- and Very Low-income Persons (Section 3)*. See Section V.C.1.c. of the FY 2017 General Section.
- Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct*. See Section V.C.15. of the FY 2017 General Section.
- Prohibition Against Lobbying Activities*. See Section V.C.15. of the FY 2017 General Section.
- HUD Habitability Standards inspections on all units, at a minimum*.
- Participation in HUD-Sponsored Program Evaluation*. See Section V.C.5. of the FY 2017 General Section.
- Environmental Requirements*. Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- Drug-Free Workplace*. See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section V.C.11 of the FY 2017 General Section.
- Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended*. See Section V.C.13. of the FY 2017 General Section.
- Lead-Based Paint Requirements*. For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2018 Continuum of Care Program Competition FR-6200-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2018 General Section, found at:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps to ensure eligibility.

Agency: **Community Rebuilders**

Acknowledged By: **Anna Diaz**

Title: Chief Operating Officer

Date: 8/7/2018

COMMUNITY REBUILDERS

PROJECT: First Steps 12/1/2019 THRU 11/30/2020

CONTRACT: MI0178L5061701

Attachment B1: Annual Progress Report

Report Options

Provider Type Provider Reporting_Group

Provider* Community Rebuilders - Kent/Grand Rapids CoC - SSVF Rapid Rehousing (10403)
 Used as a comparable project for that step
 This provider AND its subordinates This provider ONLY

Program Date Range* 10/01/2016 to 09/30/2017

Entry/Exit Types* Basic Basic Center Program HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HPRP (Retired)

CoC-APR Report Results

4a - Project Identifiers in HMIS

Organization Name	Community Rebuilders - Kent/Grand Rapids CoC
Organization ID	2154
Project Name	Community Rebuilders - Kent/Grand Rapids CoC - SSVF Rapid Rehousing
Project ID	10403
HMIS Project Type	PH - Rapid Rehousing (HUD)
Method of Tracking ES	
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing projects this project is affiliated with	

5a - Report Validations Table

Report Validations Table	
1. Total Number of Persons Served	126
2. Number of Adults (age 18 or over)	105
3. Number of Children (under age 18)	21
4. Number of Persons with Unknown Age	0
5. Number of Leavers	107
6. Number of Adult Leavers	88
7. Number of Adult and Head of Household Leavers	88
8. Number of Stayers	19
9. Number of Adult Stayers	17
10. Number of Veterans	83
11. Number of Chronically Homeless Persons	8
12. Number of Youth Under Age 25	3
13. Number of Parenting Youth Under Age 25 with Children	2
14. Number of Adult Heads of Household	83
15. Number of Child and Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0

6a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0%
SSN (3.2)	0	0	0	0%
Date of Birth (3.3)	0	0	0	0%
Race (3.4)	1	0		1%
Ethnicity (3.5)	2	0		2%
Gender (3.6)	1	0		1%
Overall Score				2%

6b - Data Quality: Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Start Date (3.10)	0	0%

Relationship to Head of Household (3.15)	0	0%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	0	0%

6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	3	4%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	2	2%

6d - Data Quality: Chronic Homelessness

Entering into project type	Count of total records	Missing time in Institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH(all)	83	0	0	0	0	0	0%
Total	83						0%

6e - Data Quality: Timeliness

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	15	19
1 - 3 days	6	25
4 - 6 days	7	0
7 - 10 days	0	1
11+ days	73	62

6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0%
Bed Night (All clients in ES - NBN)	0	0	0%

7a - Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	105	80	25		0
Children	21		21	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	126	80	46	0	0

7b - Point-in-Time Count of Persons on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	9	9	0	0	0
April	21	9	12	0	0
July	21	12	9	0	0
October	21	13	8	0	0

8a - Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	83	69	14	0	0

8b - Point-in-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	8	8	0	0	0
April	13	9	4	0	0
July	13	10	3	0	0
October	14	12	2	0	0

9a - Number of Persons Contacted

	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0

Total Persons Contacted		0	0	0	0
9b - Number of Persons Engaged					
	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine	
Once	0	0	0	0	
2-5 Times	0	0	0	0	
6-9 Times	0	0	0	0	
10+ Times	0	0	0	0	
Total Persons Engaged	0	0	0	0	
Rate of Engagement	0%	0%	0%	0%	
10a - Gender of Adults					
	Total	Without Children	With Children and Adults	Unknown Household Type	
Male	78	64	14	0	
Female	26	15	11	0	
Trans Female (MTF or Male to Female)	0	0	0	0	
Trans Male (FTM or Female to Male)	0	0	0	0	
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	
Client Doesn't Know/Client Refused	1	1	0	0	
Data not collected	0	0	0	0	
Subtotal	105	80	25	0	
10b - Gender of Children					
	Total	With Children and Adults	With Only Children	Unknown Household Type	
Male	10	10	0	0	
Female	11	11	0	0	
Trans Female (MTF or Male to Female)	0	0	0	0	
Trans Male (FTM or Female to Male)	0	0	0	0	
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	
Client Doesn't Know/Client Refused	0	0	0	0	
Data not collected	0	0	0	0	
Subtotal	21	21	0	0	
10c - Gender of Persons Missing Age Information					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	0	0	0	0	0
11 - Age					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	5		5	0	0
5 - 12	13		13	0	0
13 - 17	3		3	0	0
18 - 24	4	1	3		0
25 - 34	18	10	8		0
35 - 44	16	12	4		0
45 - 54	29	23	6		0
55 - 61	28	25	3		0
62 +	10	9	1		0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	126	80	46	0	0
12a - Race					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	69	49	20	0	0
Black or African American	47	28	19	0	0
Asian	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0

Native Hawaiian or Other Pacific Islander	2	0	2	0	0
Multiple races	7	2	5	0	0
Client Doesn't Know/Client Refused	1	1	0	0	0
Data not collected	0	0	0	0	0
Total	126	80	46	0	0

12b - Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	119	76	43	0	0
Hispanic/Latino	5	2	3	0	0
Client Doesn't Know/Client Refused	2	2	0	0	0
Data not collected	0	0	0	0	0
Total	126	80	46	0	0

13a1 - Physical and Mental Health Conditions at Start

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	44	33	11	0	0
Alcohol Abuse	3	3	0	0	0
Drug Abuse	2	1	1	0	0
Both Alcohol and Drug Abuse	3	3	0	0	0
Chronic Health Condition	44	35	9	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	12	5	7	0	0
Physical Disability	52	40	12	0	0

13b1 - Physical and Mental Health Conditions at Exit

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	39	30	9	0	0
Alcohol Abuse	2	2	0	0	0
Drug Abuse	2	1	1	0	0
Both Alcohol and Drug Abuse	3	3	0	0	0
Chronic Health Condition	36	29	7	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	9	3	6	0	0
Physical Disability	43	32	11	0	0

13c1 - Physical and Mental Health Conditions of Stayers

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	6	5	1	0	0
Alcohol Abuse	2	2	0	0	0
Drug Abuse	0	0	0	0	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	8	7	1	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	1	1	0	0	0
Physical Disability	8	8	0	0	0

13a2 - Number of Conditions at Start

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	54	27	27	0	0
1 Condition	18	11	7	0	0
2 Conditions	24	21	3	0	0
3+ Conditions	27	20	7	0	0
Condition Unknown	3	1	2	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	126	80	46	0	0

13b2 - Number of Conditions at Exit

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	46	19	27	0	0
1 Condition	18	12	6	0	0
2 Conditions	18	16	2	0	0
3+ Conditions	23	17	6	0	0
Condition Unknown	1	0	1	0	0
Client Doesn't Know/Client Refused	1	1	0	0	0

Data not collected	0	0	0	0	0	
Total	107	65	42	0	0	
13c2 - Number of Conditions for Stayers						
	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type	
None	6	5	1	0	0	
1 Condition	3	1	2	0	0	
2 Conditions	4	4	0	0	0	
3+ Conditions	4	4	0	0	0	
Condition Unknown	2	1	1	0	0	
Client Doesn't Know/Client Refused	0	0	0	0	0	
Data not collected	0	0	0	0	0	
Total	19	15	4	0	0	
14a - Domestic Violence History						
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	
Yes	9	5	4	0	0	
No	95	74	21	0	0	
Client Doesn't Know/Client Refused	1	1	0	0	0	
Data not collected	0	0	0	0	0	
Total	105	80	25	0	0	
14b - Persons Fleeing Domestic Violence						
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	
Yes	1	0	1	0	0	
No	8	5	3	0	0	
Client Doesn't Know/Client Refused	0	0	0	0	0	
Data not collected	0	0	0	0	0	
Total	9	5	4	0	0	
15 - Living Situation						
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	
Homeless Situations						
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	38	33	5	0	0	
Transitional housing for homeless persons (including homeless youth)	29	21	8	0	0	
Place not meant for habitation	34	23	11	0	0	
Safe Haven	0	0	0	0	0	
Interim Housing	1	1	0	0	0	
Subtotal	102	78	24	0	0	
Institutional Settings						
Psychiatric hospital or other psychiatric facility	0	0	0	0	0	
Substance abuse treatment facility or detox center	0	0	0	0	0	
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0	
Jail, prison, or juvenile detention facility	0	0	0	0	0	
Foster care home or foster care group home	0	0	0	0	0	
Long-term care facility or nursing home	0	0	0	0	0	
Residential project or halfway house with no homeless criteria	0	0	0	0	0	
Subtotal	0	0	0	0	0	
Other Locations						
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0	
Owned by client, no ongoing housing subsidy	0	0	0	0	0	
Owned by client, with ongoing housing subsidy	0	0	0	0	0	
Rental by client, no ongoing housing subsidy	0	0	0	0	0	
Rental by client, with VASH housing subsidy	0	0	0	0	0	
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0	
Rental by client, with other housing subsidy (including RRH)	0	0	0	0	0	
Hotel or motel paid for without emergency shelter voucher	2	2	0	0	0	
Staying or living in a friend's room, apartment or house	0	0	0	0	0	
Staying or living in a family member's room, apartment or house	1	0	1	0	0	
Client Doesn't Know/Client Refused	0	0	0	0	0	
Data not collected	0	0	0	0	0	
Subtotal	3	2	1	0	0	
Total	105	80	25	0	0	
16 - Cash Income - Ranges						
				Income at Start	Income at Latest Annual	Income at Exit for Leavers

	Assessment for Stayers		
No Income	42	0	29
\$1 - 150	4	0	1
\$151 - \$250	3	0	0
\$251 - \$500	2	0	3
\$501 - \$1000	20	0	16
\$1001 - \$1500	14	0	14
\$1501 - \$2000	14	0	12
\$2001 +	6	0	12
Client Doesn't Know/Client Refused	0	0	0
Data not collected	0	0	1
Number of adult stayers not yet required to have an annual assessment		17	
Number of adult stayers without required annual assessment		0	
Total Adults	105	17	88

17 - Cash Income - Sources

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	19	0	27
Unemployment Insurance	1	0	0
Supplemental Security Income (SSI)	7	0	9
Social Security Disability Insurance (SSDI)	19	0	18
VA Service - Connected Disability Compensation	19	0	10
VA Non-Service Connected Disability Pension	1	0	3
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	2	0	0
General Assistance (GA)	1	0	0
Retirement Income from Social Security	2	0	1
Pension or retirement income from a former job	1	0	1
Child Support	1	0	0
Allimony and other spousal support	0	0	0
Other Source	2	0	1
Adults with Income Information at Start and Annual Assessment/Exit		0	50

18 - Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status

Number of Adults by Income Category	Number of Adults at Start	Number of Adults at Annual Assessment (Stayers)	Number of Adults at Exit (Leavers)
Adults with Only Earned Income (i.e., Employment Income)	17	0	23
Adults with Only Other Income	44	0	30
Adults with Both Earned and Other Income	2	0	4
Adults with No Income	42	0	31
Adults with Client Doesn't Know/Client Refused Income Information	0	0	0
Adults with Missing Income Information	0	0	0
Number of adult stayers not yet required to have an annual assessment		17	
Number of adult stayers without required annual assessment		0	
Total Adults	105	17	88
1 or More Source of Income	66	0	58
Adults with Income Information at Start and Annual Assessment/Exit		0	50

19#1 - Client Cash Income Change - Income Source - by Start and Latest Status

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain	Performance Measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	0	0	0	0%
Average Change in Earned Income	0	0		0	0		0	0	
Number of Adults with Other Income	0	0	0	0	0	0	0	0	0%

Average Change in Other Income	0	0		0	0		0	
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	0	0	0%
Average Change in Overall Income	0	0		0	0		0	

19a2 - Client Cash Income Change - Income Source - by Start and Exit

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (Including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance Measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	2	0	10	6	9	59	88	15	17%
Average Change in Earned Income	-1,061	0		851.67	1,334.78			1,141.53	
Number of Adults with Other Income	3	1	26	7	0	50	88	7	8%
Average Change in Other Income	-1,144.33	-506		814.29	0			814.29	
Number of Adults with Any Income (i.e., Total Income)	3	2	34	14	6	26	88	20	23%
Average Change in Overall Income	-1,054.33	-349		998.36	1,474.33			1,141.15	

19a3 - Client Cash Income Change - Income Source - by Start and Latest Status/Exit

Income Change by Income Category (Universe: Adult Stayers/Leavers with Income Information at Start and Annual Assessment/Exit)	Had Income Category at Start and Did Not Have It at Annual Assessment/Exit	Retained Income Category But Had Less \$ at Annual Assessment/Exit Than at Start	Retained Income Category and Same \$ at Annual Assessment/Exit as at Start	Retained Income Category and Increased \$ at Annual Assessment/Exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not Have the Income Category at Start or at Annual Assessment/Exit	Total Adults (Including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment/Exit, Average Gain	Performance Measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	2	0	10	6	9	59	88	15	17%
Average Change in Earned Income	-1,061	0		851.67	1,334.78			1,141.53	
Number of Adults with Other Income	3	1	26	7	0	50	88	7	8%
Average Change in Other Income	-1,144.33	-506		814.29	0			814.29	
Number of Adults with Any Income (i.e., Total Income)	3	2	34	14	6	26	88	20	23%
Average Change in Overall Income	-1,054.33	-349		998.36	1,474.33			1,141.15	

20a - Type of Non-Cash Benefit Source

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	41	0	39
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	2	0	2
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	4	0	10

20b - Number of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No Sources	61	0	45
1 + Source(s)	44	0	43
Client Doesn't Know/Client Refused	0	0	0
Data not collected	0	17	0
Total	105	17	88

21 - Health Insurance

	At Start	At Annual Assessment for	At Exit for Leavers
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		Stayers	
MEDICAID	75	0	65
MEDICARE	14	0	12
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	54	0	44
Employer-Provided Health Insurance	8	0	8
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	1	0	1
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	15	0	11
Client Doesn't Know/Client Refused	0	0	0
Data not collected	0	0	0
Number of stayers not yet required to have an annual assessment		19	
1 Source of Health Insurance	74	0	64
More than 1 Source of Health Insurance	36	0	31

22a1 - Length of Participation - CoC Projects

	Total	Leavers	Stayers
30 days or less	53	38	15
31 to 60 days	26	24	2
61 to 90 days	10	10	0
91 to 180 days	33	31	2
181 to 365 days	4	4	0
366 to 730 Days (1-2 Yrs)	0	0	0
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data not collected	0	0	0
Total	126	107	19

22b - Average and Median Length of Participation in Days

	Leavers	Stayers
Average Length	68	30
Median Length	47	12

22c - RRH Length of Time between Project Start Date and Housing Move-in Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	58	36	22	0	0
8 to 14 days	6	6	0	0	0
15 to 21 days	15	7	8	0	0
22 to 30 days	7	1	6	0	0
31 to 60 days	9	7	2	0	0
61 to 180 days	6	2	4	0	0
181 to 365 days	1	1	0	0	0
366 to 730 Days (1-2 Yrs)	1	1	0	0	0
Data not collected	23	19	4	0	0
Total	126	80	46	0	0

Handwritten note: 58 - 56 = 2

23a - Exit Destination - More than 90 days

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	4	0	4	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	20	11	9	0	0
Rental by client, with VASH housing subsidy	5	1	4	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	3	3	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	1	1	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	33	16	17	0	0
Temporary Destinations					

Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (Including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	2	2	0	0	0
Subtotal	2	2	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	35	18	17	0	0
Total persons exiting to positive housing destinations	33	16	17	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	94%	89%	100%	0%	0%

23b - Exit Destination - 90 Days or Less

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	18	14	4	0	0
Rental by client, with VASH housing subsidy	14	6	8	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	31	18	13	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	3	3	0	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	67	42	25	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (Including homeless youth)	2	2	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	2	2	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	1	1	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	1	1	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0

Deceased	0	0	0	0	0
Other	1	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	1	1	0	0	0
Subtotal	2	2	0	0	0
Total	72	47	25	0	0
Total persons exiting to positive housing destinations	67	42	25	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	93%	89%	100%	0%	0%

25a - Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	6	6	0	0
Non-Chronically Homeless Veteran	77	63	14	0
Not a veteran	22	11	11	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	105	80	25	0

25b - Number of Veteran Households

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	5	5	0	0
Non-Chronically Homeless Veteran	77	63	14	0
Not a veteran	1	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	83	69	14	0

25c - Gender - Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	73	62	11	0
Female	9	6	3	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	1	1	0	0
Data not collected	0	0	0	0
Total	83	69	14	0

25d - Age - Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
18 - 24	2	1	1	0
25 - 34	14	9	5	0
35 - 44	12	9	3	0
45 - 54	21	19	2	0
55 - 61	25	23	2	0
62 +	9	8	1	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	83	69	14	0

25e - Physical and Mental Health Conditions - Veterans

	Conditions at Start	Conditions at Latest Assessment for Stayers	Conditions at Exit for Leavers
Mental Health Problem	35	5	32
Alcohol Abuse	3	1	3
Drug Abuse	2	0	2
Both Alcohol and Drug Abuse	3	0	3
Chronic Health Condition	37	8	31
HIV/AIDS	0	0	0
Development Disability	5	1	4
Physical Disability	42	9	33

25f - Cash Income Category - Income Category - by Start and Annual/Exit Status - Veterans

Number of Veterans by Income Category	Number of Veterans at	Number of Veterans at	Number of Veterans at Exit
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Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	1	1	0	0	0
Subtotal	2	2	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	1	1	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	1	1	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	1	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	1	1	0	0	0
Subtotal	2	2	0	0	0
Total	70	57	13	0	0
Total persons exiting to positive housing destinations	65	52	13	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	93%	91%	100%	0%	0%

26a - Chronic Homeless Status - Number of Households w/at least one or more CH person

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	6	6	0	0	0
Not Chronically Homeless	76	63	13	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	1	0	1	0	0
Total	83	69	14	0	0

26b - Number of Chronically Homeless Persons by Household

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	8	8	0	0	0
Not Chronically Homeless	117	72	45	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	1	0	1	0	0
Total	126	80	46	0	0

26c - Gender of Chronically Homeless Persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	6	6	0	0	0
Female	2	2	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	8	8	0	0	0

26d - Age of Chronically Homeless Persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
0 - 17	0		0	0	0
18 - 24	0	0	0		0
25 - 34	1	1	0		0
35 - 44	1	1	0		0
45 - 54	2	2	0		0
55 - 61	2	2	0		0
62 +	2	2	0		0
Client Doesn't Know/Client Refused	0	0	0		0
Data not collected	0	0	0		0
Total	8	8	0	0	0

26e - Physical and Mental Health Conditions - Chronically Homeless Persons

	Conditions at Start	Conditions at Latest	Conditions at Exit for Leavers
--	---------------------	----------------------	--------------------------------

	Start	Annual Assessment (Stayers)	(Leavers)
Veterans with Only Earned Income (i.e., Employment Income)	15	0	20
Veterans with Only Other Income	39	0	27
Veterans with Both Earned and Other Income	2	0	4
Veterans with No Income	27	0	19
Veterans with Client Doesn't Know/Client Refused Income Information	0	0	0
Veterans with Missing Income Information	0	0	0
Number of veterans not yet required to have an annual assessment		13	
Number of veterans without required annual assessment		0	
Total Veterans	83	13	70

25g - Type of Cash Income Sources - Veterans

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	17	0	24
Unemployment Insurance	1	0	0
Supplemental Security Income (SSI)	5	0	7
Social Security Disability Insurance (SSDI)	17	0	16
VA Service - Connected Disability Compensation	19	0	10
VA Non-Service Connected Disability Pension	1	0	3
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	1	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	2	0	1
Pension or retirement income from a former job	1	0	1
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	2	0	1
Veterans with Income Information at Start and Annual Assessment/Exit		0	47

25h - Type of Non-Cash Benefit Sources - Veterans

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	31	0	31
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	1	0	2
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	4	0	10

25i - Exit Destination - Veterans

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	1	0	1	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	28	24	4	0	0
Rental by client, with VASH housing subsidy	10	6	4	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	22	18	4	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	3	3	0	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	65	52	13	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	1	1	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0

	Assessment for Stayers		
Mental Health Problem	5	0	5
Alcohol Abuse	0	0	0
Drug Abuse	0	0	0
Both Alcohol and Drug Abuse	0	0	0
Chronic Health Condition	3	0	3
HIV/AIDS	0	0	0
Development Disability	1	0	1
Physical Disability	5	0	5

26f - Client Cash Income - Chronically Homeless Persons

	Number of Chronically Homeless Persons at Start	Number of Chronically Homeless Persons at Annual Assessment (Stayers)	Number of Chronically Homeless Persons at Exit (Leavers)
Number of Chronically Homeless Persons by Income Category			
Chronically Homeless Persons with Only Earned Income (i.e., Employment Income)	2	0	2
Chronically Homeless Persons with Only Other Income	3	0	2
Chronically Homeless Persons with Both Earned and Other Income	0	0	0
Chronically Homeless Persons with No Income	3	0	4
Chronically Homeless Persons with Client Doesn't Know/Client Refused Income Information	0	0	0
Chronically Homeless Persons with Missing Income Information	0	0	0
Number of Chronically Homeless Persons not yet required to have an annual assessment		0	
Number of Chronically Homeless Persons without required annual assessment		0	
Total Chronically Homeless Persons	8	0	8

26g - Type of Cash Income Sources - Chronically Homeless Persons

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	2	0	2
Unemployment Insurance	1	0	0
Supplemental Security Income (SSI)	0	0	0
Social Security Disability Insurance (SSDI)	1	0	1
VA Service - Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	1	0	1
Pension or retirement income from a former job	1	0	1
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	1	0	0
Chronically Homeless Persons with Income Information at Start and Annual Assessment/Exit		0	4

26h - Type of Non-Cash Income Sources - Chronically Homeless Persons

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	5	0	5
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	1	0	1
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

27a - Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12 - 17	0	0	0	0	0
18 - 24	3	1	2	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	3	1	2	0	0

27b - Parenting Youth

	Total Parenting Youth	Total Children of Parenting Youth	Total Persons	Total Households

Parenting youth < 18	0	0	0	0	0
Parenting youth 18 to 24	2	3	5	1	
27c - Gender - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	2	1	1	0	0
Female	1	0	1	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	3	1	2	0	0
27d - Living Situation - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Transitional housing for homeless persons (Including homeless youth)	0	0	0	0	0
Place not meant for habitation	3	1	2	0	0
Safe Haven	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	3	1	2	0	0
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (Including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Staying or living in a friend's room, apartment or house	0	0	0	0	0
Staying or living in a family member's room, apartment or house	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	3	1	2	0	0
27e - Length of Participation - Youth					
	Total	Leavers	Stayers		
30 days or less	0	0	0		
31 to 60 days	2	2	0		
61 to 90 days	0	0	0		
91 to 180 days	1	1	0		
181 to 365 days	0	0	0		
366 to 730 Days (1-2 Yrs)	0	0	0		
731 to 1,095 Days (2-3 Yrs)	0	0	0		
1,096 to 1,460 Days (3-4 Yrs)	0	0	0		
1,461 to 1,825 Days (4-5 Yrs)	0	0	0		
More than 1,825 Days (>5 Yrs)	0	0	0		
Data not collected	0	0	0		
Total	3	3	0		
27f - Exit Destination - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					

Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	1	1	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	2	0	2	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	3	1	2	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	3	1	2	0	0
Total persons exiting to positive housing destinations	3	1	2	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	100%	100%	100%	0%	0%

COMMUNITY REBUILDERS

PROJECT: First Steps 12/1/2019 THRU 11/30/2020

CONTRACT: MI0178L5061701

Attachment B4: Match Documentation

TOTAL MATCH REQUIRED: \$170,251

SOURCE DOCUMENTATION: In- Kind, Arbor Circle, Government: \$170,251

6D. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

Summary for Match

Total Value of Cash Commitments:	\$0
Total Value of In-Kind Commitments:	\$170,251
Total Value of All Commitments:	\$170,251

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? **No**

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	In-Kind	Government	Arbor Circle - FY...	09/01/2018	\$170,251

Sources of Match Detail

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of Commitment:** In-Kind
- 3. Type of Source:** Government
- 4. Name the Source of the Commitment:** Arbor Circle - FYSB Street Outreach Program
(Be as specific as possible and include the office or grant program as applicable) Funding
- 5. Date of Written Commitment:** 09/01/2018
- 6. Value of Written Commitment:** \$170,251

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

COMMUNITY REBUILDERS

PROJECT: First Steps 12/1/2019 THRU 11/30/2020

CONTRACT: MI0178L5061701

Attachment B5: Monitoring Report

**Kent County Community Development
Monitoring Checklist for Sub-Recipients**

Subrecipient: Community Rebuilders

Project Name/Agreement: Subcontract for the Administration of Rental Assistance for the Recipient of the Continuum of Care-Permanent Housing; Permanent Supportive Housing/Sponsor-Based Rental Assistance (SRA) and Housing/Tentnat Based Rental Assistance (TRA) for Homeless Persons

Project Director: Vera Beech, Executive Director

In-house review held on: _____

Monitoring phone call made: _____

Monitoring letter sent: 7/28/2017

Person/s interviewed: Anna Diaz, Director of Program & Vicki Squires, PSH Supervisor

Follow-up monitoring letter sent: n/a

Follow-up visit conducted: n/a

DUNS #: 948960398

A. National Objective and Eligibility

1. National Objective is being met? (570.208)

Benefit to Low-and Moderate-Income Persons

Low/Mod Area Benefit

Limited Clientele Benefit

Low/Mod Housing Benefit

Job Creation or Retention

Aid in the Prevention or Elimination of Slums or Blight

on an Area Basis

on an Spot Basis

An Urgent Need

Needs having a Particular Urgency

2. Which eligibility category does the project meet?

24 CFR 582.105 (a) (e2)

B. Conformance to the Subrecipient Agreement

1. Contract Scope of Services - Is the full scope of services listed in the Agreement being undertaken? Describe scope:

The Shelter Plus Care program supports chronically or currently homeless persons. Beds are prioritized for the chronically homeless to easily link them to community resources. Program participants contribute 30% of their adjusted income toward rent. The SRA and TRA programs are designed to provide sustainable housing to homeless persons. Therefore, participants are not easily terminated. In addition, all program participants have a verifiable disability. In the TRA program participants hold the lease and are responsible for full compliance to the lease requirements. Community Rebuilders assumes full responsibility for the lease requirements for participants in the SRA program.

How many households or units to be served: 143 (93 TRA and 50 SRA)

How many served up to this point: 143 (93 TRA and 50 SRA)

2. Levels of Accomplishments - Is the project achieving the expected levels of performance (number of persons served, number of units rehabbed, etc.) and reaching the intended client group? yes

The program is achieving its expected levels of accomplishment. The demand is high and all openings are filled immediately. More funding needed.

Explain any problem the subrecipient may be experiencing.

List/acknowledge major accomplishments.

There has not been any notable problems in carrying out the SRA or the TRA program. Many program participants are thankful for the assistance. There are participants who have income out of the program. Some participants have also established trusting relationships with landlords. In addition, some of these tenant landlord relationships have led to tenants becoming employed by their landlord.

3. Time of Performance - Is the work being performed in a timely manner?

Yes

Explain any problem the subrecipient may be experiencing.

No problems were identified during the monitoring visit.

4. Budget - Compare actual expenditures versus planned expenditures?

Note any discrepancies or possible deviations.

Currently, expenditures are as planned. There were no discrepancies or deviations identified during the monitoring visit.

5. Requests for Payment - Are requests for payments being submitted in a timely manner and are they consistent with the level of work? Is program income properly accounted for and recorded? Explain.

and rental adjustment notifications support expenses on invoices that were submitted to the County for payment.

6. Progress Reports - Have progress reports been submitted on time and were they complete and accurate? Yes
-

7. Special Conditions - Does the project conform to any special terms and conditions included in the agreement? Explain.

NAP

C. Record-Keeping Systems (570.506)

1. Filing System - Are the subrecipient's files orderly, comprehensive, secured for confidentiality when necessary, and up-to-date?

Yes

Note any areas of deficiency, discrepancies or possible deviations.

During the monitoring visit there were no deficiencies, discrepancies nor deviations identified.

2. Documentation - Do the HUD project file and subrecipient records have necessary documentation supporting the National Objective (570.208) being met, eligibility (582.105(a)(e2), and program costs (582.105(c) (e1)

Yes, a review of participant files evidence that the SRA and TRA program supports the National Objective.

Do the project files support the data for the CAPER?

At the time of the monitoring visit the CAPER had not been completed.

Note any areas of deficiency, discrepancies or possible deviations.

NAP

3. Record Retention - Is there a process for determining which records need to be retained and for how long?

Records are maintained for an indefinite period of time.

Note any discrepancies or possible deviations.

NAP

4. Site Visit - Is the information revealed at the site visit consistent with the records maintained by the subrecipient and with the data previously provided to Kent County Community Development Department?

Yes

Note any discrepancies or possible deviations.

There were no discrepancies or deviations identified during the monitoring review process.

- a. Who is running the day-to-day operations? Does the staff seem informed about the program requirements and

and expectations?

Vera Beech runs the day to day operations of the program. Staff that were interviewed during the review seemed well informed.

- b. Is the project accomplishing what it was designed to do?

Yes

Note any discrepancies or possible deviations.

There were no discrepancies nor deviations identified during the monitoring visit.

D. Financial Management Systems

1. Systems for Internal Control - Are systems in compliance with accounting policies and procedures for cash, real and personal property, equipment and other assets (85.20(b)(3) and 84.20(b)(3))?

Yes.

A system is in place for separation of duties as it pertains to handling cash, checks, and other assets.

Note any discrepancies or possible deviations.

There were no discrepancies nor deviations identified during the monitoring visit.

2. Components of Financial Management System - Review the chart of accounts, journals, ledgers, reconciliation, data processing and reporting system.

The chart of accounts, invoices and bank statements correlate.

Note any discrepancies.

There were no discrepancies identified during the monitoring process.

3. Accounting - Compare the latest performance report, drawdown requests, bank records, payroll records, receipts/disbursements, etc.
Drawdown requests are supported by rent payments made on behalf of program participants.

Note any discrepancies.

There were no discrepancies identified during the monitoring visit.

4. Eligible, Allowable and Reasonable Costs - See OMB Circulars A-87, A-122. View time distribution records where the subrecipient has employees who work on funded activities.

A review of invoices show that charges were eligible and reasonable.

Note any discrepancies.

There were no discrepancies identified during the review process.

5. Cash Management/Drawdown Procedures - See Treasury Circular 1075, 85.20(b)(7), and 84.20. Has all cash been drawn down and deposited? All drawdowns of Federal funds properly recorded?

Note any discrepancies.

Draw down procedures were not tested during this monitoring process.

6. Management of Program Income - If the subrecipient generates program income, refer to 570.504 and the Subrecipient Agreement about its use.

Note any discrepancies.

NAP

7. IPA Audit Reports/Follow-up - (OMB Circular A-133) Determine if the subrecipient has expended \$750,000 or more in Federal funds for the subject program year.

Single Audit Required? Yes No
FYE _____

Any findings related to CDBG related activity?

None observed.

8. Maintenance of Source Documentation - (85.20(b) and 84.20(b)) Note any discrepancies in sample records, invoices, vouchers and time records traced through the system.

There were no discrepancies found in the review of sample records, invoices, vouchers and time records.

9. Budget Control - Do actual expenditures match the line item budget?
Refer to 85.20(b)(4) and 84.20. Yes

Note any discrepancies.
There were no discrepancies identified during the review process.

E. Insurance

1. Has subrecipient submitted a current copy of its Certificate of Insurance?

Yes

2. Is Kent County named as an additional insured?

Yes

F. Procurement

1. Procurement Procedures -Did the agency secure supplies for the project?

A review of invoices submitted to the County for payment did not show expenses for supplies.

If yes, was the procurement policy followed?

NAP

2. Conflict of interest - How does the subrecipient assure there was no conflict of interest, real or apparent? Review the process and comment.
During the monitoring process the Conflict of Interest Policy was reviewed and found to be in compliance with 24 CFR § 583.330 (e)
-

G. Equipment and Real Property

1. Has the subrecipient acquired or improved any property it owns in whole or in part with CDBG funds in excess of \$25,000? If yes, review 570.503(b)(7).
NAP
-

2. Has the subrecipient purchased equipment with CDBG funds in excess of \$1,000? Does the subrecipient maintain the records required in 84.34?
NAP
-

3. Has a physical inventory taken place and the results reconciled with property records within the last two years?
NAP
-

4. If the subrecipient disposed of equipment/property that was purchased with Federal funds with the last five years:

a. Were proceeds from the sale reported as program income?

NAP

b. Did Kent County Community Development approve expenditure of the program income?

NAP

c. Was program income returned to Kent County Community Development?

NAP

H. Non-Discrimination and Actions to Further Fair Housing

1. Equal Employment Opportunity - Refer to 570.506, 601 and 602.

Note any discrepancies.

Community Rebuilders has an Equal Opportunity Policy. During the monitoring visit compliance was not tested.

2. Section 3 - Opportunities for Training and Employment for Local Residents Refer to 570.506(g)(5) and 570.607(a)(affirmative action).

NAP

Note any discrepancies.

3. Fair Housing Compliance - Refer to 570.904 and 570.601(b).

Note any discrepancies.

There were no discrepancies identified during the monitoring visit.

4. Requirements for Disabled Persons - Refer to 8.6.

Note any concerns.

During the monitoring process there were no concerns as it pertains to treatment of, or housing for, disabled persons.

5. Women and Minority Business Enterprises - Refer to 570.506(g), 85.36(e) and 84.44, affirmative steps documentation.

Note any concerns.

Women and Minority Business Enterprise compliance was not tested.

I. Conclusion and Follow-Up

1. Is the subrecipient meeting the terms of the contract and HUD regulations?

Discuss both positive conclusions and concerns/weaknesses identified.

This program is designed to provide housing and supportive services on a long term basis for homeless persons with disabilities. During the monitoring visit, it was determined that Community Rebuilders is reaching all of its contracted units of service and that some participants have successfully income out of the program. In conclusion there were no findings or concerns identified during this monitoring visit.

2. Identify any follow-measures to be taken by Kent County Community Development and/or the subrecipient as a result of this monitoring review.

a. List the required schedule for implementing corrective actions (CAs) or making improvements.

NAP

b. List the schedule for any needed technical assistance or training and identify who will provide the training.

NAP

Project Monitor: Darrell Singleton II

Date: 7/28/2017

Kent County Community
Development Manager:



Date: 7/28/2017

Monitoring Close out date: 7/28/2017